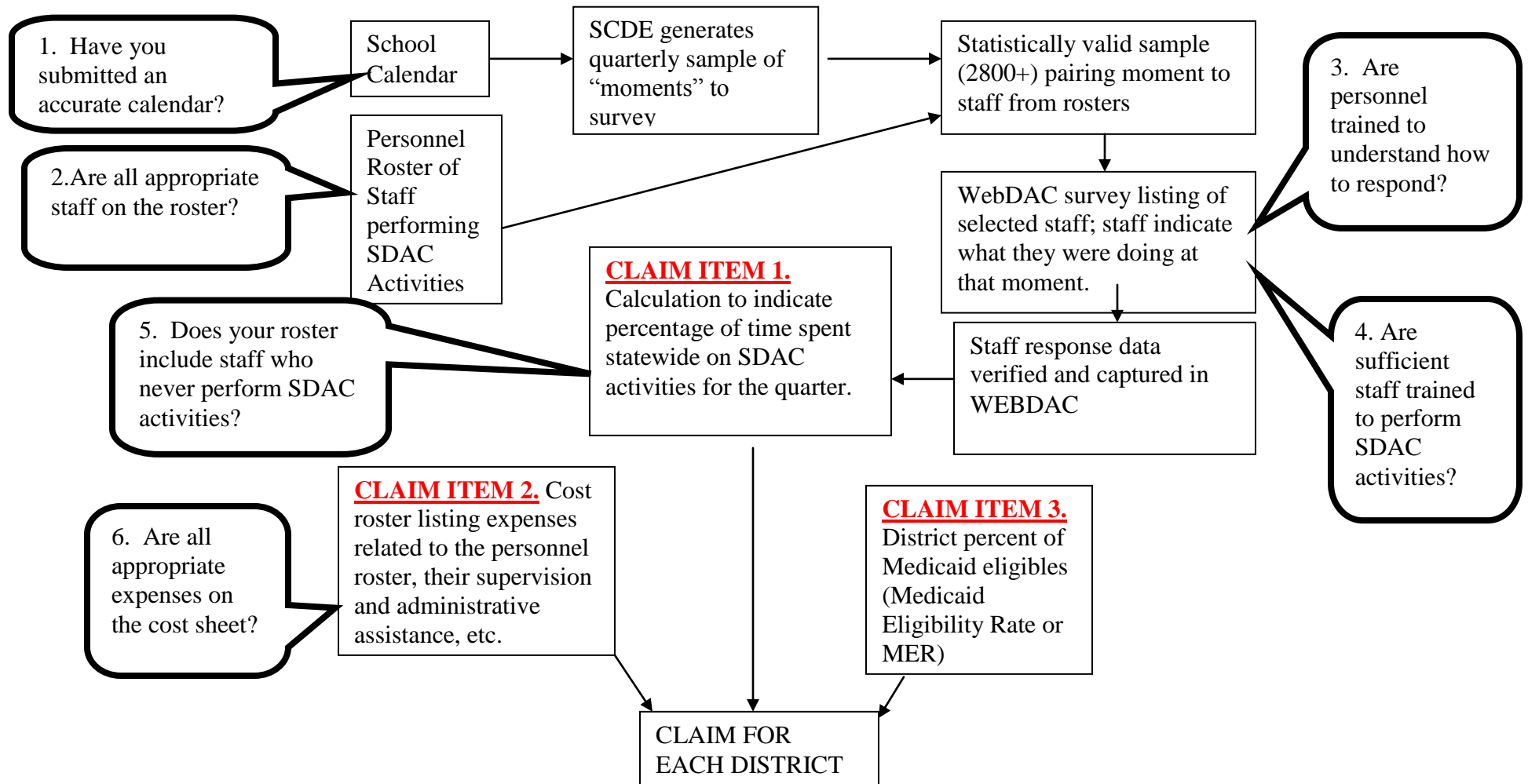


## SDE SDAC Tips

The SC SDAC/RMS claim has three different elements and various subparts. Review these questions to determine whether you have an opportunity to increase your districts SDAC claim reimbursement.



1. Have you submitted an accurate calendar?	The calendar of school work days determines the moments that are matched to the personnel rosters to generate quarterly lists of survey participants in WEBDAC. If you fail to report days off, then it's possible for your staff's RMS moment to occur on a day when no administrative claiming activity is occurring. This reduces the percentage of SDAC time for all participating school districts.
2. Are all appropriate staff on the roster?	The personnel roster feeds into the RMS and the cost report. If you do not include all staff who perform the SDAC functions, you are reducing both the likelihood of a higher SDAC percentage for all participating districts and the costs that may be reported.
3. Are personnel trained to understand how to respond?	Staff on the roster need to understand the time categories to be able to record what activity was occurring at the randomly selected moment. Staff failure to understand the billable activities can result in under-reporting of the SDAC percentage for all participating districts.
4. Are sufficient staff trained to perform SDAC activities?	Perhaps it sounds obvious, but if district staff do not understand how to perform outreach, assist with eligibility, handle Medicaid referrals, promote EPSDT screenings, and handle the other activities listed in your district's contract with DHHS, then the staff will most likely not be doing a billable activity at the random time selected.
5. Does your roster include staff who never perform SDAC activities?	Although you might be tempted to overstate the staff performing SDAC functions, people who do not perform SDAC activities will never have a billable moment on the RMS survey. This reduces the billable percentage for all participating school districts.
6. Are all appropriate expenses on the cost sheet?	Your personnel roster is the <u>starting</u> point for the costs that can be reported under SDAC. If you fail to allocate the costs of supervision and administrative assistance, then you are under-reporting on your claim.